

**Unites States Bankruptcy Court  
Western District of Michigan**

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Position Announcement for:  
**Courtroom Deputy Clerk**  
Grand Rapids, MI

**CLOSING DATE:**           **October 15, 2004**

**SALARY:**                   CL 27 (\$39,152 to \$63,639)  
Dependent on qualifications and experience

The United States Bankruptcy Court for the Western District of Michigan is accepting applications for a full-time Courtroom Deputy Clerk to coordinate the Bankruptcy judges' caseload and provide courtroom and other assistance by managing court calendars, attending court proceedings and recording pertinent results for the court docket. This position is to be located in Grand Rapids. Some travel is required.

**Qualification Standards**

Applicants should have three years of progressively responsible clerical experience in a legal office or court environment.

**Desirable Qualifications**

Excellent interpersonal and communication skills.  
Initiative and self-motivation.  
Ability to work as part of a team.  
Reliable, organized, and ability to prioritize work.  
Experience with Word Perfect and Excel is preferred.  
Training or experience as a paralegal is a plus but not required.

**Benefits**

Employees of the U.S. Bankruptcy Court are entitled to benefits that include the retirement system, health and life insurance, holidays and leave accrual program and periodic salary increases.

Qualified applicants should submit a letter of interest and detailed resume:

U.S. Bankruptcy Court  
P.O. Box 3310  
Grand Rapids, MI 49501

**EQUAL OPPORTUNITY EMPLOYER**